Applicant:

**1. Personnel:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Position Title** | **Hours** | **Hourly****Rate****(HR)** |  **if HR includes Fringe Benefits** | **% of HR that is a fringe benefit** | **Amount of fringe benefit** | **Total Amt** | **Federal Share** | **Non-****Federal Share** |
| a.  |   |   |   |   |   |   |   |   |   |
| b.  |   |   |   |   |   |   |   |   |   |
| c.  |   |   |   |   |   |   |   |   |   |
| d.  |   |   |   |   |   |   |   |   |   |
| e.  |   |   |   |   |   |   |   |   |   |
| f.  |   |   |   |   |   |   |   |   |   |
| g.  |   |   |   |   |   |   |   |   |   |
| h.  |   |   |   |   |   |   |   |   |   |
| i.  |   |   |   |   |   |   |   |   |   |
| j.  |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | **Sub-total:**  | **$**  | $  | **$**  |

**2. FORUM Travel:** *(see GSA rates at the end of this document)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Rate** | **# of People** | **Miles/# of days** | **Total Amount** | **Federal Share** | **Non-Federal Share** |
| a. | Transportation--Flights |   |  |   |   |   |  |
|  | Rental Car(s) |   |  |   |   |   |  |
|  | Parking |   |  |   |   |   |  |
| b. | Per Diem Reimbursements (Breakfast) | $16.00  |  |   |   |   |  |
|  | Per Diem Reimbursements (Lunch) |  $17.00 |  |   |   |   |  |
|  | Per Diem Reimbursements (Dinner) |  $31.00  |  |   |   |   |  |
| c. | Mileage ($.58 per mile) |   |  |   |   |   |  |
| d. | Lodging | $161.00  |  |   |  |   |  |
| e. | Conference Registration: |   |  |   |   |   |  |
| f. | Other: |   |  |   |   |   |  |
|  |  |  |  | **Sub-total:**  | $  | $  | $ |

Applicant:

**3. Other (please specify or attach detailed budget):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |   | **Rate**  | **Amount**  | **Federal Share**  | **Non-Federal Share**  |
| a.  |   |   |   |   |   |
| b.  |   |   |   |   |   |
| c.  |   |   |   |   |   |
| d.  |   |   |   |   |   |
| e.  |   |   |   |   |   |
| f.  |   |   |   |   |   |
| g.  |   |   |   |   |   |
| h.  |   |   |   |   |   |
|   |   | **Sub-total:**  | $  | $  | $  |

**4. Section #1- 3 Subtotals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | **Amounts** | **Federal Share** | **Non-Federal Share** |
| 1. | Personnel  | $  | $  | $  |
| 2. | FORUM Travel | $  | $  | $  |
| 3. | Other  | $  | $  | $  |
|   | **Sub-total:**  | $  | $  | $  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.**  | **Requested Federal Share Total**  | **Subtotal:**  | **$**  |
| **6.**  | **Required Non-Federal Share**  | **Subtotal:**  | **$**  |
| **7.**  | **Actual Non-Federal Share**  | **Subtotal:**  | **$**  |
| **8.**  | **Proposed Project Costs**  | **Grand Total:**  | **$**  |

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

icP4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rting documentation, if applicableile. Please remember, the National Park Service (NPS) requires l Register Nominations,

For FORUM Travel Only:

Please disregard rates listed in the Grants Manual. See link instead:

General Services Administration [Per Diem Rates and Meals/Incidental Expenses](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=FL&city=&zip=) for West Palm Beach, Florida, July 31-August 4, 2024.